### Online Contractor Licensing Instructions

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Click on eBusiness Center in the lower right corner of the webpage.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>If you already have an eBusiness Center account, enter your existing User ID and Password and click the “Login” button. Once you have logged in proceed to Step 4. If you do not have an existing eBusiness Center account, click on “Create New Account...” and proceed to the next step.</td>
</tr>
<tr>
<td>Step 2.1</td>
<td>Create a New User ID by entering your desired user ID. Once complete click on the “Continue” button.</td>
</tr>
<tr>
<td>----------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Step 2.2</td>
<td>Complete all required fields.</td>
</tr>
</tbody>
</table>
Step 2.3 Create your Password. Complete all required fields.

Step 2.4 Enter your Contact Information. Be sure to complete all required fields. Once complete, click on the “Create Account” button.
Step 2.5
Your account has now been created.
Click on the “Log On” button.

Step 2.6
If you plan on paying for your license with a credit card, enter your new User ID and Password, click on the “Login” button, and skip to Step 4 in the instructions.

If you plan on paying for your certification or license by ACH (Electronic check) enter your new User ID and Password, click on the “Login” button, and proceed to Step 3.
Step 3

This section is for Electronic Check payment only. Electronic Check payment requires you to have a Personal Identification Number (PIN).

To request a PIN, select “Request New PIN” from the “My Account” menu.

Step 3.1

Requesting a PIN. Complete all required PIN Holder Information.
Step 3.2 Complete all required Security Questions.

Step 3.3 You must decide if you want to have your identity verified online or through the hardcopy notarized identity verification process. Complete either the Online Identity Verification process or see Step 3.4 for the hardcopy notarized identity verification process.
Step 3.4

See screenshot for Hardcopy Notarized Identity Verification Process.

If you need assistance with creating your PIN, please see the contact information at the bottom of this screenshot.

Step 3.5

Viewing your created PIN.

PIN Management in the eBusiness Center

Viewing a PIN

Whether your identity verification was successful via the online or hardcopy process, an email will be sent to the email provided in the PIN holder information area. You do not need to receive the email in order to view the PIN, however it will prompt you to do so once it is available. To view the PIN, select “View PIN” under the “My Account” menu as shown below.

In order to view a PIN you will be prompted to answer one of your established security questions. Answer the PIN question you are presented and click the “View PIN” button.

The PIN will be displayed on the screen and a notification will be emailed to the PIN holder along with notification that the PIN has been viewed. The security of this PIN must be protected and it should not be shared with anyone else. It represents your personal signature.
Step 3.6

Activate your PIN. Once your PIN is activated then you may begin using it as required in the eBusiness Center. You will need your PIN during the E-Check payment process for an application payment.

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**PIN Management in the eBusiness Center**

**Activate a PIN**

The final step that must be taken in order to use a PIN in the eBusiness Center is to activate it. You can accomplish this by selecting “Activate PIN” from the “My Account” menu. You must enter your PIN and answer a security question. Upon completion click the “Submit” button.

![PIN Activation Page](image)

**As soon as a PIN is activated you may begin using it as required in the eBusiness Center.**

![PIN Activation Complete](image)

**Contact**

For more information about acquiring a PIN, contact Information Technology Services at EPA.Achieve@epa.cha.gov or (614) 644-2990. If you have eBusiness Center questions, please contact the eBusiness Center Helpdesk at whrhelpdesk@epa.cha.gov or 1-877-880-2121 (1-877-372-2469).
Step 4
Creating an initial or renewal asbestos contractor license select “Asbestos Services”.

Step 5
For asbestos contractor initial and renewal applications select the “Contractor License” button.
Step 6
Select the “Search/Create Certification” button on the right-hand side of the screen.

Note: This page will also serve as your main page to keep track of all your submitted Contractor applications and licenses.

Step 7
Enter both the License Number and Federal Tax ID number in the fields to search for an existing license and click the Search button. If your existing license is found proceed to Step 7.1.

If your company does not have an existing license, enter just the Federal Tax ID number and select the “Create New License” button and proceed to Step 8.
Step 7.1

If the contractor has an existing contractor license and you want to add it to your list, renew or view it, you can select the license, click on “Saved Selected License”. This will add/connect the license to your specific login. This will allow you to renew, edit, view, and download applications and documents from your license.

Step 7.2

View your license once it has been added to your list. From the **Application Level “Action” button you will be able to renew, edit, view, download applications and documents, remove from your list, or delete a started license application.
If renewing your license, select “Renew” from the License Level “Action” button, proceed to Step 11.
Step 8
Creating a New Contractor License, enter the Federal Tax ID and click the “Search” button.

Step 9
Create a New Contractor by selecting “Create New Contractor For Federal Tax ID: 98-7654321”.

No existing contractor found with that Federal Tax ID.

Cancel  Create New Contractor For Federal Tax ID: 98-7654321
Step 10

At a minimum, complete all required fields and select “Create Contractor And Start New Application”.

Step 11

Complete all required fields in Section 1.

Tip: You can click on the “Validate” button at the bottom of the page at any time to see what required fields still need to be completed.

You can also click on the “Save” button at the bottom of the screen anytime during this process to save your entered information. You will be able to come back to this information later if needed.
Step 12
Section 2 - Select the “Add Business Entity” button to add business entity individuals and click on “Save” once all the required information is completed.

You can click on the “Action” button beside your entry to either “Edit or Delete” the entry.

Step 13
Section 3 - Select the “Add Abatement Specialist” button to add an Abatement Specialist employed by your company.

You can use the 1st row to search for your Abatement Specialist from the Ohio EPA active database by name/certification #.

You can use the 2nd row to add a name if not found in 1st row search (i.e. usually for new contractor and abatement specialist not approved yet).

Click on “Save” once all the required information is completed.

You can delete an Abatement Specialist by clicking the “Action” button.
Step 14
Section 4 - List all other state asbestos licenses. Select the “Add State License” button. Complete the required information and select “Save”.
You can click on the “Action” button beside your entry to either “Edit or Delete” the entry.

Step 15
Section 5 and 6 – Answer the questions. If you select “Yes” to either question you will be required to upload a document explaining the issue(s).
### Step 16

Sections 7, 8 and 9 – Answer all questions.

You are required to upload a document answering the questions.

Section 10 – This can be used to upload any additional pertinent documentation.

Note: You will be able to select “Remove Attachment” for any added attachment.

<table>
<thead>
<tr>
<th>Section</th>
<th>Attachment</th>
<th>Remove attachment button</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>[attachment link]</td>
<td><img src="remove.png" alt="Remove button" /></td>
</tr>
<tr>
<td>B</td>
<td>[attachment link]</td>
<td><img src="remove.png" alt="Remove button" /></td>
</tr>
<tr>
<td>C</td>
<td>[attachment link]</td>
<td><img src="remove.png" alt="Remove button" /></td>
</tr>
</tbody>
</table>

### Step 17

Once the application is completed, click on the “Validate” button to make sure that all required fields are completed properly. If a required field is incomplete it will give an error.

Next, save your application one last time and click on the “Add to cart” button. Your application will now be added to the cart and ready for checkout.
Step 18
After selecting the “Add to cart” button, it will ask if you are sure you want to add license application to cart? Click “Yes”.

Step 19
When you are ready to check out and pay for your contractor license, you can click on the “View Cart” button in the upper right-hand corner.
Step 20

View of items in your shopping cart.

You can also “Remove Item” from your cart by clicking on the blue minus sign or return to your certification list to create or add another certification or license to your cart.

Click on “Checkout” to proceed to the payment process.

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Step 21

Click “Yes” to submit all applications in the shopping cart for payment.
Step 22
Select your option for payment type and complete your transaction.

Step 23
Once payment is completed the status of your application will be updated to “Ready for Review”.
Other potential application statuses are listed in the table shown.

Contractor License Application Status Scenario

<table>
<thead>
<tr>
<th>License Application Scenario</th>
<th>Change to Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application is created, but not yet submitted</td>
<td>Pending</td>
</tr>
<tr>
<td>Application is submitted, with full payment waiting approval in</td>
<td>Submitted</td>
</tr>
<tr>
<td>Revenues</td>
<td></td>
</tr>
<tr>
<td>Applies to renewals only. Application is submitted more than 60</td>
<td>Hold</td>
</tr>
<tr>
<td>days from the license expiration date</td>
<td></td>
</tr>
<tr>
<td>The application is submitted, fully paid, and ready for review</td>
<td>Ready for Review</td>
</tr>
<tr>
<td>The application failed review due to missing information</td>
<td>Deficient</td>
</tr>
<tr>
<td>The application has complete information and passed review</td>
<td>Approved</td>
</tr>
<tr>
<td>The license was issued</td>
<td>Issued</td>
</tr>
<tr>
<td>The application is more than 45 days in Deficient status</td>
<td>Denial Pending</td>
</tr>
<tr>
<td>The application for license is denied. License was not issued</td>
<td>Denied</td>
</tr>
</tbody>
</table>
Step 24
This chart defines the different license statuses.

<table>
<thead>
<tr>
<th>License Scenario</th>
<th>Change to Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>The initial license has not yet been approved</td>
<td>No Status</td>
</tr>
<tr>
<td>The license has been approved</td>
<td>Active</td>
</tr>
<tr>
<td>The license is past its expiration date</td>
<td>Expired</td>
</tr>
<tr>
<td>The license is past its expiration date, but an application for renewal was</td>
<td>Extended</td>
</tr>
<tr>
<td>already submitted</td>
<td></td>
</tr>
<tr>
<td>The license is suspended. The license becomes effective at the end of the</td>
<td>Suspended</td>
</tr>
<tr>
<td>suspension period</td>
<td></td>
</tr>
<tr>
<td>The license is revoked and no longer effective. The applicant must submit a</td>
<td>Revoked</td>
</tr>
<tr>
<td>renewal application in order to reinstate an approval and expiration cycle</td>
<td></td>
</tr>
<tr>
<td>for that license</td>
<td></td>
</tr>
<tr>
<td>The application for a license was denied after the application review</td>
<td>Application Denied</td>
</tr>
</tbody>
</table>

For further information regarding the online licensing process, contact the Ohio EPA Asbestos Licensing Program by email at asbestoslicensing@epa.ohio.gov or call (614) 644-0226.

For information specific to already submitted asbestos contractor license applications, contact Richard Huddle by email at asbestos@epa.ohio.gov or call (614) 466-0061.